

NAVY PERSONNEL



COMMAND



Bureau of

Naval Personnel

**RESERVE OFFICER
PROMOTIONS (PERS-
480)**



PERS-4801

RESERVE OFFICER SELECTION BOARDS

SECNAVINST 1420.1A

CRADLE TO GRAVE



SCOPE OF BRIEF

- RESERVE OFFICER STATUTORY BOARDS
- DOES NOT INCLUDE:
 - ACTIVE BOARDS
 - ADMINISTRATIVE BOARDS
 - APPLICATION BOARDS
 - ENLISTED BOARDS



Five Board Phases

[Pre-Board](#)

[Prep-Week](#)

[Board Week](#)

[Call-outs/Approval](#)

[Promotion](#)



OFFICER PROMOTION PLAN

- Completed by Promotion Planners in Washington (tied to Active Duty)
- Basis for ZONE ALNAV (December)
- Percentage to Select by Pay Grade and Board
 - (URL, LDO, AMDO, AEDO, INTEL, ETC)



PROMOTION PLAN: THE PROCESS

Promotions are a function of strength by grade based on:

- Legal Limit
 - DOPMA Grade Table - Limits the number of CAPTs, CDRs, & LCDRs based on total officer strength
 - DOPMA Grade Relief - Increased limit on CAPT, CDR, LCDR by 6%
- Vacancies
 - Promotions, Retirements, Separations
- Requirements



PROMOTION ZONES

- Promotion Zone is the size of the population considered to fill projected openings
 - Composition of the zone is determined by lineal/precedence seniority
 - Independent of Year Group
- Zone size is a function of promotion opportunity
 - Greater opportunity = smaller zone
- Goal (The Law) - provide relatively similar opportunity over a five year period

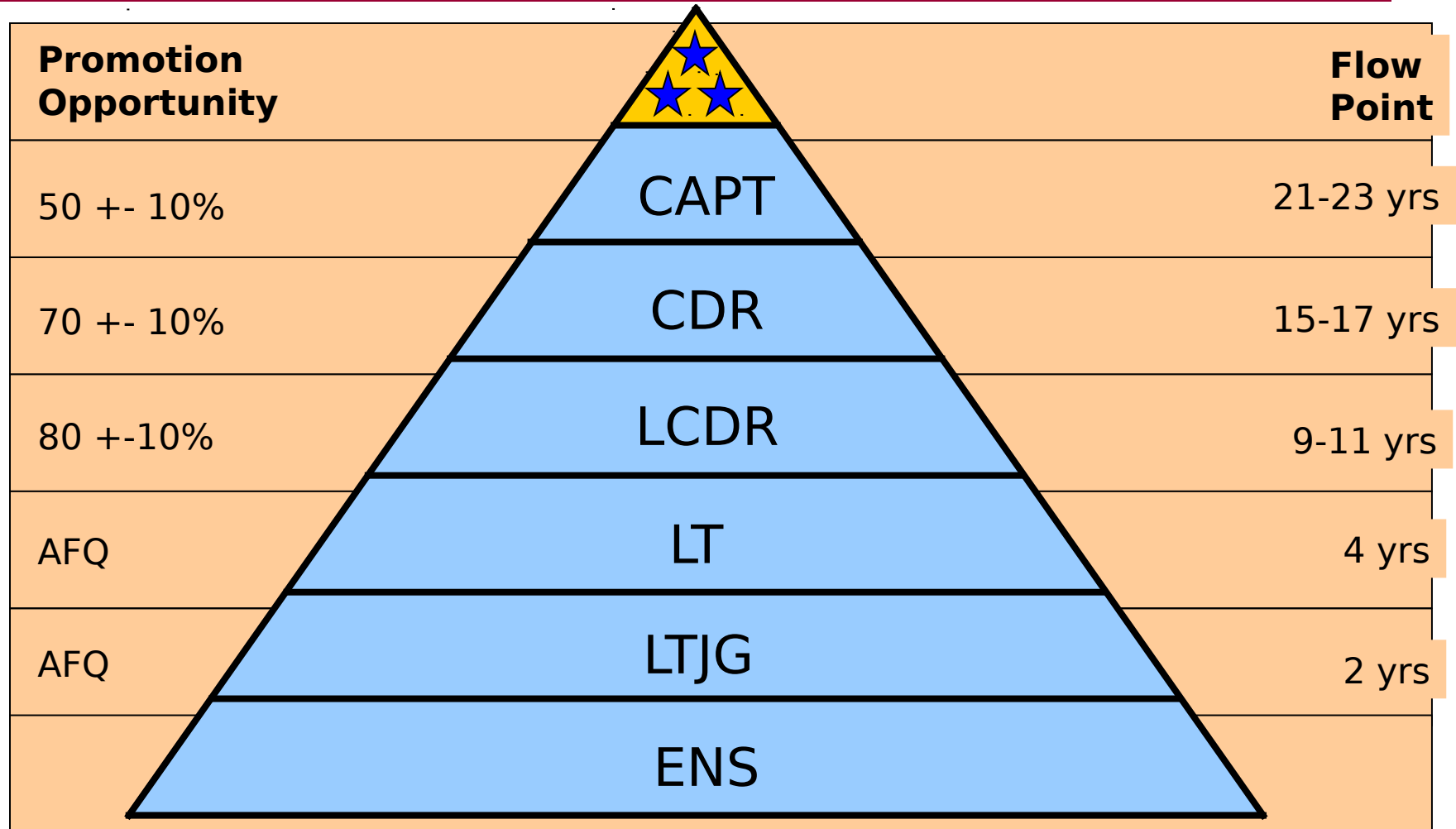


PROMOTION OPPORTUNITY

- Opportunity: the “chance” of selection (used to determine zone size)
- Selection Rate: Percentage of all officers selected for promotion
 - Includes officers selected from above, in, and below the zone
 - Above zone - No limit
- Flow Point: Average years of service when an officer is promoted (paid) to the next grade



DoD Parameters



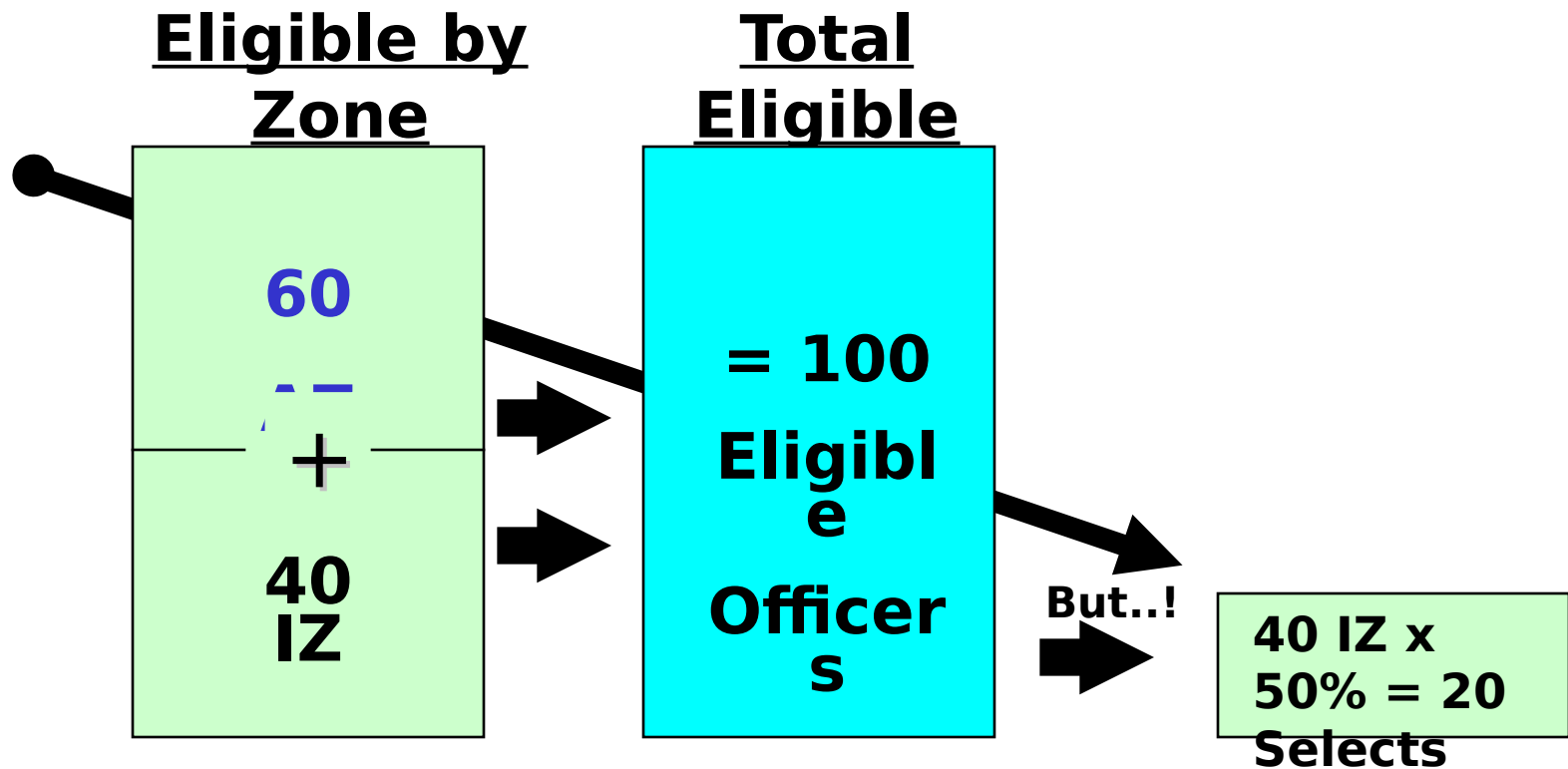


PROMOTION ZONE SIZE

- Zones are five year estimates
 - Only the current year zone size is firm
- Why does the zone size change?
 - Changes in requirements and vacancies
 - Estimating losses is a challenge
 - Change in total number of officers allowed by grade (DOPMA grade relief)
 - Meeting the goal/law of “relatively similar opportunity” over a five year period



Promotion Opportunity





PRE- BOARD

- Verify Eligibility
 - Constantly changing
- Computer Continuity Check of Regular FITREPs
- PRECEPT routed to SECNAV's office
- Membership / Assistant Recorders
 - Volunteer through Chain of Command



PRECEPT

- Membership, Date, and Location
- Selection Standard
- Authorized Percentage to Select
- Show Cause Determination
- General Procedural Guidance
- Skills Guidance
- Equal Opportunity
- Board Reports
- Oaths



Skill Guidance Sample

- There are shortages in the number of officers needed to meet Limited Duty Officer (Line) requirements in the categories of Surface Engineering (613X), Submarine Communications (629X), and Aviation Maintenance (633X). The board should give appropriate consideration to officers with these skills when selecting officers best and fully qualified to meet the needs of the Navy.



BOARD COMPOSITION

SECNAVINST 1401.3

- Unrestricted Line
 - 7 AVIATORS 1315/7 or 1325/7 (min. 1 NFO)
 - 6 SURFACE 1115/7 (1 can be either an 1135/7 or 1145/7)
 - 2 SUBMARINE 1125/1127
 - 2 FLEET SUPPORT 1105/1107
 - MINORITY / FEMALE REPS
 - ACTIVE DUTY REP



BOARD COMPOSITION

- Restricted Line
 - Min 1 from each RL community
 - Min 1 Surface, 1 Submarine, 1 Aviation
 - Minority, Female, Active Duty
- LDO
 - Min 1 LDO
 - Min 1 Surface, 1 Submarine, 1 Aviation
 - Minority, Female, Active Duty



BOARD COMPOSITION

- CWO 3 & 4 (7 Members Total):
 - Min 4 URL (1 each from Surface, Aviation, Submarine, FSO)
 - 2 at large from the following list: URL, Supply, CEC, or LDO (who was a former CWO)
 - 1 CWO 4
 - Minority & Female Reps



BOARD COMPOSITION

- STAFF CORPS

- (Medical (210X), Dental (220X), MSC (230X), JAG (250X), Nurse (290X), Supply (310X), Chaplain (410X), CEC (510X), LDO (65XX)).

- 4 STAFF, 1 URL (minimum)

- 2 STAFF, 5 URL on Chaplain Corps Boards

- Minority, Female, Active Duty



BOARD RECORDER WEEK

STARTS ONE WEEK PRIOR TO BOARD

- MANUAL REVIEWS *(DONE AS A COURTESY TO ELIGIBLE!)*
 - REGULAR FITREPS FOR THE LAST FIVE YEARS
 - **VERIFY AWARDS**
 - **CHECK THAT OSR/PSR ACCURATELY REFLECTS FITREP GRADES AND AWARDS**

**YOUR PERFORMANCE IS UNKNOWN IF
YOUR RECORD IS NOT UP TO DATE**



BOARD CORRESPONDENCE

UP TO BOARD CONVENING DATE

- LETTER TO BOARD
- ADDRESSED TO BOARD PRESIDENT FROM ELIGIBLE OFFICER
 - MAY INCLUDE ANYTHING ELIGIBLE OFFICER FEELS SHOULD BE INCLUDED IN BOARD DELIBERATIONS
- NORMALLY USED TO FORWARD LETTERS OF RECOMMENDATION
- NO THIRD PARTY CORRESPONDENCE
- PAPER DOCUMENTS
 - VALIDATED BY APPROPRIATE NPC AUTHORITY



Correspondence

- Do's and Don'ts
 - Do send missing Fitreps/Degrees/Awards/Recent IDT or MobilizationOrders
 - Do keep your letter brief and to the point
 - Don't send every copy of AT Orders
 - Don't send Travel Claims
 - A LTB with dozens or 100's of pages doesn't send a positive signal.
 - Remember it is your responsibility to keep your record up to date and accurate. Start 12 months out preparing.



CORRESPONDENCE

NEW PROCEDURES FOR BOARD CORRESPONDENCE

MAIL YOUR PACKAGE EARLY!!! Next Day or Express Mail does NOT guarantee that your package will make it to the board if you wait until the last minute to send it. Certified and registered mail are also not recommended as they add several days to a letter's processing time. Correspondence for a statutory promotion selection board MUST arrive by the board's convening date. Correspondence to ALL Statutory Promotion Selection Boards that start AFTER 1 January 2003, are to be mailed to the following NEW ADDRESS:

**President, FY0X Reserve (Grade) (Competitive Category or Designator)
Promotion Selection Board
Board #xxx
Navy Personnel Command (NPC) Customer Service Center PERS-00R
5720 Integrity Drive
Millington TN 38055-0000**

IMPORTANT: Reserve Officers need to also include their date of birth "yyyymmdd" so that the CSC can activate their personal page in the Stay Navy Web Site.

IF YOU INCLUDE AN EMAIL ADDRESS the NPC Customer Service Center will send you an electronic acknowledgement of receipt. You may also call the NPC Customer Service Center at 1-866-U ASK NPC

(1-866-827-5672) or DSN 882-5672 to confirm receipt of your package for Statutory Promotion Selection Boards. You may also contact the Customer Service Center online at www.StayNavy.Navy.mil and click on the Customer Service Center link to check the status of your package.

[illegible]



Competitive Categories Line

UNRESTRICTED LINE

Unrestricted Line

(110X/111X/112X/
113X/ 114X/13XX)

RESTRICTED LINE

Engineering Duty

(14XX)

Aerospace Engineering (Engineering)

(151X)

Aerospace Engineering (Maintenance)

(152X)

Information Professional

(160X)

Cryptology

(161X)

Merchant Marine

(162X, 166X, 167X,
1695)

Intelligence

(163X)

Public Affairs

(165X)

Oceanography

(180X)

LIMITED DUTY

Limited Duty (Line)

(61XX, 62XX, 63XX,
64XX)



Competitive Categories Staff

STAFF

Medical Corps	210X
Dental Corps	220X
Medical Service Corps	230X
Judge Advocate General Corps	250X
Nurse Corps	290X
Supply Corps	310X
Chaplain Corps	410X
Civil Engineer Corps	510X

LIMITED DUTY

Limited Duty (Staff)	65XX
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PERFORMANCE SUMMARY RECORD

ANNOTATED TO IDENTIFY:

- SECNAV APPROVED RESIGNATIONS
(Voluntary FTS ONLY)
- SECNAV APPROVED RETIREMENTS
(Voluntary FTS ONLY)
- FICHE 5 NOW FIELD CODE 17
- LETTER TO BOARD
- ZONE (AZ, IZ)



Typical Board Flow

- Members report
 - Review Precept
 - Take Oaths
 - Recorders Admin remarks and briefings
- Members split into specific boards or panels
- Members review and grade records in boardrooms
- Members brief and vote records in tank
- Review, grade, brief and vote until number of tentative selects equal the number authorized.











GRADING / VOTING CRITERIA

- BRIEFER ASSIGNS GRADE
 - 100 OR A ABSOLUTELY SELECT
 - 75 OR B PROBABLY SELECT
 - 50 OR C NOT SURE
 - 25 OR D PROBABLY NOT
 - 0 OR NO DO NOT SELECT





FULL RECORD REVIEW AND BRIEF

- RANDOM DISTRIBUTION TO ENSURE IMPARTIALITY
 - FIRST REVIEW RANDOM
 - SECOND REVIEW BY SAME DESIGNATOR IF NOT REVIEWED BY SAME DESIGNATOR FIRST
- MEMBERS BRIEF THEIR ASSIGNED RECORDS

prev
F/Enext
F/E

COV

1

2

3

4

5

6

7

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9

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NAME			OFFICER SUMMARY RECORD				
			YG 79	DATE PROC:		120498SEQ.NUM: 0744	
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF.SERV.DATE	FOR BOARD USE	
		1320	570310	41			
PROM HISTORY: DATE OF RANK	CAPT.	CDR 940801	LCDR 890601	LT 830601	LTJG 810530	ENS 790530	WARRANT
PRESENT DUTY STATION NSAWC				PRESENT BILLET TRA PLN AVFLGT			
EDUCATION				SERVICE SCHOOLS ATTENDED			
COLLEGE	DATE/LEVEL	MAJOR	LANG PROF	SUB-SP	COURSE: AV SAF COMMAND NAVWC COMD STF		
NWC NPT RI	91 MASTER	FRGN AFF		0028G	DATE/WKS: 9402 01 9006 42		
SALVE REGI	90 MASTER	STRG GEN			COURSE: SLATS		
CITADEL	79 BACH/1 PR	MANAGMNT			DATE/WKS: 8701 02		
					COURSE: DATE/WKS:		
ACTIVE DUTY BASE DATE 790512	PREVIOUS MIL SERVICE:	YEAR	MONTHS	HIGHEST RATE/GRD	REMARKS		
					E-2 C.O. ALWAYS ABOVE THE PACK, COMMUNITY LEADER, RECOMMENDED FOR FRS C.O. BY BERNIE SMITH.		
PERSONAL DECORATIONS							
CMD E2C expert Post Grad IZ		MER SVC MDL 01 AIR MDL S/F 03 NAV COM-V 03 NAV COM 04					
SPECIAL QUALIFICATIONS							
1. CARAEW E2C 2. AVIACDR CMD 3. CDO UNDRWAY 4. JPME PHASE1 5. NFOTRA ATDS 6.		7. 8. 9. 10 11 12					
		SELECTED FOR JUNIOR SERVICE COLLEGE SELECTED FOR SENIOR SERVICE COLLEGE					
		UNDERWAY QUALS, JPME-READY FOR JOINT.					

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A5
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OFFICER SUMMARY RECORD

NAME:			DESIG: 1320																				PAGE			1 OF 3											
GRADE	STATION	DUTY	RPT DATE	#M OS	REPORTING SENIOR	SPECIF 0	1	2	3	PERF 5	1 7	0	COMPARISON 0	1	2	3	5	7	0	DESIRABILITY 0	1	2	3	5	7	0	PROMOT E	P	N	0	1	2	3	5	7	0	REMARK
1	NROTC UNIT THE CIT		0579	02	STEWART	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	NAVAVSCOL SCOM, PNC		0779	02	STEELE	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	VT 10, TR ARON TEN		0979	05	DOWNES	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	NAVAVSCOL SCOM, PNC		0280	00	STEELE	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	RG	
1	RVAW120, CARAEWTRAR	RNSTUD	0280	09	ALLEN	6	-	7					-	-	-	-	-	-	-	-	3					-	-	-	-	6						RG	
2	CARAEWRON ONE TWO	1ST LT	1280	15	GLAESER	5	1	0	1				-	4						-	5						N	X		-	5	1				RG	
3	VAW 123 CARAEWRON	PO	0382	10	MAHOOD J N	5	1	1					-	4	3					-	5						/	3		-	6					RG	
3	VAW-123, CARAEWRON	ADO	0183	05	MAHOOD J N	5	1	1					-	1						-	5						/	1		-	6					RG	
3	VAW-123, CARAEWRON	AMO	0583	07	BUNTON R L	5	1	1					-	7						-	5						/	4		-	6					RG	
3	VAW-123, CARAEWRON	AMO	0184	03	BUNTON R L	5	1	1					-	1						-	5						/	1		-	6					RG	
3	VAW 120, CARAEWRON	NFO	0484	09	ODEN L N	6	1	3					2	7						-	5						/	1		-	6					RG	
3	VAW 120, CARAEWRON	NFO	0185	05	ODEN L N	6	1	3					1	4						-	5						/	1		-	6					RG	
3	VAW 120, CARAEWRON	AIC	0585	07	SPRAGUE J W	5	1	3					3	0						-	5						/	2		-	6					RG	

NAME:		DESIG: 1320										PAGE		2 OF		3			
GRADE	STATION	DUTY	RPT DATE	#M OS	REPORTING SENIOR	SPECIF	PERF	1	COMPARISON	1	DESIRABILITY	1	PROMOT	TRAITS	1	REM			
						0	1	2	3	5	7	0	0	1	2	3	5	7	0
3	VAW 120, CARAEWRON	AIC	0186	04	SPRAGUE J W	1 3			3 1		5		/1 1						RG
3	VAW 120, CARAEWRON	DIVO	0486	05	KRAFT C M	1 2			1		5		/1						RG
3	CARAEWRON ONE TWO	ASSIST	0986	04	ESEMAN T S	1 3			1 1	3 of 18 LT's	5		/7						RG
3	VAW 127, CARAEWRON	OPS	0187	13	COOPER W J	1 3			1 0	#1 of 200 Jo's selected as HAWKEYE of the year	5		/7						RG
3	VAW 127, CARAEWRON	AOPS-A	0288	06	COOPER W J	1 3			9 12	3 of 12	5		/7						RG
4	VAW-127, CARAEWRON	SAFETY	0788	10	PACENTR ILLI L	1 3			1 1	Top Lcdr in Squadron	5		1/1						RG
4	NAVWARCOL NEWPORT	STU-DO	0789	11	KURTH R J	-	-	-	-	-	-	-	-	-	-	-	-	-	RG
4	VAW-120, NAS NORFO	NFOSTU	0690	02	LANG T C	-	-	-	-	-	-	-	-	-	-	-	-	-	RG
4	VAW-123	CVW-1	0990	02	BOWMAN M L	1 3			3 1	Leader of ASUW team	5		1/3						CF
4	VAW-123	ASUW O	0990	02	MAURER M L	-	-	-	-	-	-	-	-	-	-	-	-	-	RG
4	VAW-123	CVW-1	1190	06	BOWMAN M L	1 3			1		5		1/1						CF
4	VAW-123	OPERAT	1190	12	MAURER M L	1 3			4	Difference between 1 and 4 hardly discernable	5		4/4						MAJ RG
4	VAW-123	MAINT	1191	13	WINSLOW M J	1 3			4	MY BEST MISSION CDR	5		1/4						RG

SSN: DATE OF REPORT: 12/04/98

PAGE 1 OF 5

ALWAYS ABOVE THE HACK
AS C.O., AND ALWAYS
RANKED.



SPECIAL CONSIDERATIONS

- ADVERSE PERSONAL KNOWLEDGE
OF ELIGIBLE
 - NOT ADMISSIBLE IF NOT FOUND IN
RECORD
- NO THIRD PARTY
CORRESPONDENCE (Only if sent
via eligible.)



VOTE TO TENTATIVELY SELECT

- FOLLOWS FULL REVIEW AND BRIEF OF ALL AZ / IZ
- SELECT TOP RECORDS
- DROP FROM FURTHER CONSIDERATION LOW SCORING RECORDS
- CRUNCH WHAT IS LEFT



SCATTERGRAM

100	3	3	100
97	3	6	97
94	2	8	94
93			93
91	3	11	91
87	2	13	87
83	3	16	83
80			80
77			77
74	5	21	74
71	6	27	71

To select 12



SCATTERGRAM

	100	3	3	100	
	97	3	6	97	
	94	2	8	94	
	93			93	
	91	3	11	91	
	87	2	13	87	
	83	3	16	83	
	80			80	
	77			77	
DFC	74	5	21	74	
	71	6	27	71	

To select 12



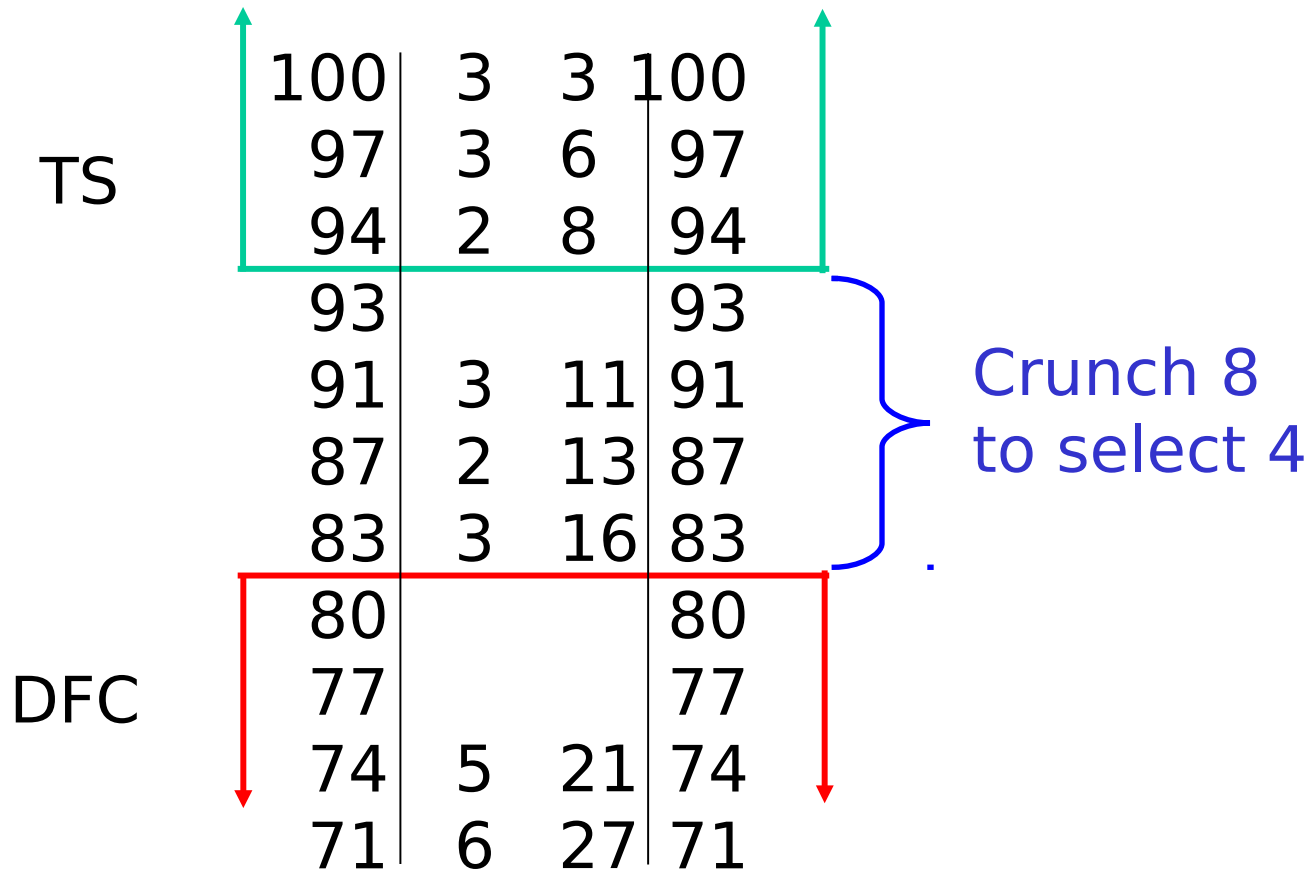
SCATTERGRAM

TS	100	3	3	100
	97	3	6	97
	94	2	8	94
	93			93
	91	3	11	91
	87	2	13	87
DFC	83	3	16	83
	80			80
	77			77
	74	5	21	74
	71	6	27	71

To select 12



SCATTERGRAM





CALLOUT

- Usually conducted by the President and the Recorder
- Brief Chain of Command on board results
 - Usually conducted within 2 weeks following adjournment
 - SECNAV and CNP Involvement



Promotion Nomination Process

- CHIEF OF NAVAL PERSONNEL
- OFFICE OF JUDGE ADVOCATE GENERAL
- CNO / VCNO
- CJCS (O-4 and above)
- SECNAV
- SECDEF Select Message
- PRESIDENT OF US (POTUS)
- SENATE /SASC
- POTUS Promotion Message



Promotion Nomination Process

Stops in the chain	Reviewing official
CNP	PERS-83, PERS-85/86, PERS-8, PERS-06L, CNPC, PERS-00L, CNP
OJAG	Code 13, OJAG
CNO	CNO Legal, CNO
SECNAV	SECNAV Legal, SECNAV
JCS	Joint Chiefs of Staff (Active Duty 0-4 and above)
DOD	C&D, OEPM, General Counsel, R&A, MPP, FMP, P & R, SECDEF
POTUS	White House Military Office, POTUS
SENATE	Read into Record, SASC, Senate Confirmation (Active Duty 0-4 and above, Reserve 0-6 and above).



FAILURE OF SELECTION MILPERSMAN 1420-050

- Above and In Zone officers only
- Formal FOS Counseling is provided by your detailer when **requested**. For SELRES, request PERS-480 to perform.
- Applies to CWO3 - O6 Boards only



MAINTAINING YOUR RECORD

- Check for:
 - Regular FITREP Continuity
 - Awards
 - Education Information
 - Special Qualifications
- Order your OSR/PSR and Record
 - (901) 874-3416 DSN 882
 - P313@persnet.navy.mil



PROMOTION OBSERVATIONS

- PERFORMANCE IN COMPETITIVE JOBS IS THE NUMBER **ONE** INDICATOR
- HARD JOBS ARE BETTER
- FILLING IN THE BLOCKS OF OSR COVER PAGE IS VERY GOOD
 - ADDITIONAL QUALS
 - MASTERS DEGREE
 - SUBSPECIALITIES
- AVOID NOT OBSERVED FITREPS FOR LONG PERIODS



FITREP OBSERVATIONS

- WRITE YOUR FITREP FOR A BOARD MEMBER
- INCLUDE CAREER MILESTONES
 - AWARDS
 - DON'T USE JOB SPECIFIC LANGUAGE
- DON'T SEND MIXED SIGNALS



Recommendation for Promotion

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42 INDIVIDUAL	0	0	0	0	X	0
43 SUMMARY	0	0	0	0	2	0

OR??

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote
42 INDIVIDUAL	0	0	0	0	1	X
43 SUMMARY	0	0	0	0	1	1



Written Comments (Block 4)

A recent Reporting Senior wrote:

“Read this carefully...the rules force me to make him only a Must Promote. He is an Early Promote! He is rated against another O-X who I anticipate will be promoted. Joe’s turn is next. Joe would truly be number one in any other setting.”



Written Comments (Block 4)

Opening:

“Ranked 1 of 10 hand picked active duty officers.”

Closing:

“He has my strongest endorsement and recommendation for aviation and major command. In addition, he has earned my strongest possible recommendation for accelerated promotion to captain now.”



FITREP DISCUSSION

- REPORTING SENIOR CUM
 - Combines all reports within pay grade
 - (Active, Reserve, Line, Staff)
- PERS-311
 - **(901) 874-4731**
 - **P33B@persnet.navy.mil**

DATE OF REPORT: 03/15/99

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When will I get promoted?

- Fiscal year starting monthly in October
- Estimates published on website
- Not official until name on monthly NAVADMIN (DOPMA/Recalls etc)
- O-4 through O-6
 - 5% of list monthly for first 8 months
 - 15% of list monthly for last 4 months
- O-3 - First of month two years after LTJG
- CWO-3/4 - First of month four years after 2 or 3



WWW.NPC.NAVY.MIL

- Selection Boards/ Line or Staff/ Insignia
 - Eligibles Listing by Zone
 - Precept
 - Membership
 - Release Process (Updated only when change)
 - Select Message
 - Community Overview Statistics
 - Promotion/ Pay Increment Plan



WWW.BOL.NAVY.MIL

- LOGIN, ADVANCEMENTS, SELECTION BOARDS FOR PROMOTION/CONTINUATION
- PERSONAL ACCOUNTS
 - PRE-BOARD- CAN VIEW NAME, PACKAGE RECEIVED, AND ZONE
 - POST-BOARD- CAN VIEW SELECT STATUS WHEN ALNAV RELEASED
- COMMAND ACCOUNTS
 - ALL OF THE ABOVE PLUS SELECT STATUS 48 HOURS PRIOR TO ALNAV RELEASE



OFFICER PROMOTIONS CONTACT INFORMATION

- PERS-480
 - (901) 874-4525 DSN 882-4525
- Or link at www.npc.navy.mil